

**FUNERAL DIRECTORS EXAMINING BOARD
MINUTES
MARCH 22, 2011**

BY TELEPHONE: Kristin Piehl, Michele Moore, Rosalie Murphy, David Olsen, and Pat Thornton

STAFF PRESENT: Denise Aviles, Bureau Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; and other Department staff

CALL TO ORDER

David Olsen, Chair, called the meeting to order at 9:30 a.m. A quorum of 5 members was present.

AGENDA

Amendments

- Add Discuss and Clarify §445.105(2m) Related to Funeral Establishment Permits

MOTION: Rosalie Murphy moved, seconded by Michele Moore, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES (NOVEMBER 9, 2010)

Correction:

- Correct the Spelling of David Olsen's last name.

MOTION: Michele Moore moved, seconded by Rosalie Murphy, to approve the Minutes of November 9, 2010, as corrected. Motion carried unanimously.

**ADMINISTRATIVE REPORT
DENISE AVILES, BUREAU DIRECTOR**

Denise Aviles introduced herself as the new bureau director and then conducted the annual policy review specifically noting the revised travel policy and minute format change.

Elections and Board Appointments

NOMINATION: David Olsen nominated Michele Moore as vice-chairperson. The chair called for additional nominations 3 times before calling the vote. Michele Moore was elected vice-chairperson by unanimous vote.

David Olsen made the following Board appointments

David Olsen, Michele Moore and Rosalie Murphy – Screening Committee
Kristen Piehl– Monitoring and Credentialing Liaison

Kristen Piehl left the meeting at 10:00.

Discuss and Clarify §445.105(2m) Related to Funeral Establishment Permits

MOTION: Michele Moore moved, seconded by Rosalie Murphy, to direct staff to prepare a scope statement for rule revisions related to funeral establishment permits. Motion carried unanimously.

CLOSED SESSION

MOTION: Michele Moore moved, seconded by Rosalie Murphy, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure

or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats. Roll Call Vote: Michele Moore-yes; Pat Thornton – yes; Rosalie Murphy-yes; David Olsen-yes;. Motion carried unanimously.

Open Session recessed at 10:35 a.m.

RECONVENE TO OPEN SESSION

MOTION Michele Moore moved, seconded by Rosalie Murphy, to reconvene into Open Session at 10:47 a.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

CASE CLOSINGS, CITATIONS INCLUDING ANY RECEIVED AFTER PRINTING OF AGENDA

CASE CLOSINGS

MOTION: Michele Moore moved, seconded by Rosalie Murphy, to close case 08 FDR 027, 08 FDR 035 (against E. R.), 09 FDR 006, 09 FDR 008, 10 FDR 007, 10 FDR 009 and 10 FDR 012 according to the recommendations made by the Division of Enforcement. Motion carried unanimously.

DELIBERATION ON PROPOSED ADMINISTRATIVE WARNINGS OR ANY SIGNED AFTER PRINTING OF AGENDA

08 FDR 002

MOTION: Michele Moore moved, seconded by Rosalie Murphy, to adopt the findings of fact, conclusions of law, stipulation and order in the matters of 08 FDR 002 – John R. Bucci and 08 FDR 035 – Star of David Funeral Service. Motion carried unanimously.

ADMINISTRATIVE WARNINGS

MOTION: Michele Moore moved, seconded by Rosalie Murphy, to issue the Administrative Warning in the matter of 09 FDR 024 P.B.D. and N.K.I.. Motion carried unanimously.

David Olsen granted signature authority for disciplinary actions that were acted upon today to Denise Aviles.

CONSULTING WITH LEGAL COUNSEL

DOE – Signatures for Proposed Stipulations, Orders, and Administrative Warnings

Signatures were collected for all required documentation.

ADJOURNMENT

MOTION: Michele Moore moved, seconded by Rosalie Murphy, to adjourn the meeting at 10:51 a.m. Motion carried unanimously.